

# STATE OF TENNESSEE



## BUREAU OF ETHICS AND CAMPAIGN FINANCE

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(615) 741-7959

Fax: (615) 532-8905

[www.tn.gov/tec](http://www.tn.gov/tec)

[www.tn.gov/tref](http://www.tn.gov/tref)

### BOARD MEMBERS

Henry Fincher  
John Gregory Hardeman  
William J. (Paz) Haynes, III  
Tom Lawless  
Tom Morton  
Bob Patton  
James G. Stranch, III  
Charles Traugher  
Frank Watson, III  
Tammy S. White

### INTERIM EXECUTIVE DIRECTOR

Janet Williams

### **Company**

Bureau of Ethics and Campaign Finance

### **Description**

State agency responsible for enforcing campaign finance, lobbying and ethics statutes in the State of Tennessee.

### **Position**

Auditor

### **Job Duties**

- Conducting audits of candidates and PACs by the following:
  - Verify contributions and disbursements by comparing items to documentation.
  - Verify candidate compliance with campaign statutes by examining records, reports, operating practices, and documentation.
  - Completes audit work papers by documenting audit tests, exceptions, and findings.
  - Preparing audit reports and discussing exceptions and findings with candidate.
- Conducting lobbyist audits
  - Verify lobbyist and employer of lobbyist compliance with ethics statutes by examining records, reports, operating practices, and documentation.
- Reviewing PAC and candidate campaign financial disclosure reports and sending correction letters as needed.
- Verify PAC contributions to candidates through cross-indexing reports.
- Assisting PACs, Candidates, Lobbyists, Employers of Lobbyists, and Officials with any filing with the Bureau.
- Assisting and answer inquires of the general public with regards to accessing and understanding Bureau filings, rules or statutes.
- Contributes to Bureau team effort in accomplishing Bureau efficiency and success.

- Other job duties as necessary and assigned by the Bureau Members or Executive Director.

**Job Requirements**

- Bachelor's Degree in Accounting, Finance, or other related field preferred
- Strong computer skills including the use of MS Excel and MS Word
- Exceptional attention to detail and documentation skills
- Strong communication and interpersonal skills

**Send Resume To**

E-Mail: [Registry.info@tn.gov](mailto:Registry.info@tn.gov)

Fax: (615)532-8905

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*